



# MINUTES – Library Board

Tuesday, May 9, 2023

City of Saratoga Springs City Offices

1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

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## LIBRARY BOARD MEETING

**Call to Order:** 6:33 PM by Chairman Todd Carpenter.

**Roll Call:** A quorum was present.

**Present:**

Board Members: Todd Carpenter, Heather MacKay, Lisa Gibby, Ashley Lee.

Excused: Christy Jepson.

Staff: Melissa Grygla, Library Director

Guest: Clarissa Cooper, Friends of the Library Interested.

**Public Input:** No comments were made.

## BUSINESS ITEMS

### 1. Approval of Minutes for April 11, 2023

Motion made by Heather MacKay to approve the minutes of April 11, 2023. Seconded by Lisa Gibby.

Aye: Todd Carpenter, Heather MacKay, Lisa Gibby, Ashley Lee.

Nay: None.

Absent: Christy Jepson.

Motion passed 4-0.

### 2. Service and Circulation Policy

Library Director Melissa Grygla presented the amendments to the policy. The board asked questions, shared concerns, and received clarification as needed.

Motion made by Ashley Lee to approve revisions to the Service and Circulation Policy. Seconded by Heather MacKay.

Aye: Todd Carpenter, Heather MacKay, Lisa Gibby, Ashley Lee.

Nay: None.

Absent: Christy Jepson.

Motion passed 4-0.

## DIRECTOR'S UPDATE

### 1. Budget

A budget update was provided verbally, explaining that the budget for 2023-2024 will be going to City Council and that at their request there were adjustments to how the budget will be completed for staffing.

### 2. Visitors

Library Director Melissa Grygla advised that visitors have continued to increase and we saw the kind of numbers we typically see in summer with growth in programming attendance.

### 3. Summer Reading Program

Library Director Melissa Grygla showed the board the updates to the website including open registration for the summer reading program, the amendments to the programming schedule for summer, and special event for Splash week. The board asked questions for clarification regarding customer concern for the changing program schedule and was given details of the decline of attendance at Baby and Toddler

programming during the summer, which will allow us to adjust time spent by our programming staff. This will let her run programs Monday, Wednesday, Friday and help with the Summer Reading Program and prize redemption on Tuesday and Thursday.

**4. Registration Software**

The library transitioned to a new registration software for programs and events has occurred. Despite putting information on Facebook, the website, and in the Library and City newsletters we are still fielding questions about it changing. We are answering those customers one at a time.

**5. Announcements**

- a. Next Meeting: Tuesday, June 13, 2023.

Clarissa Cooper, an interested community member, was present and expressed interest in the Friends of the Library group. Chairman Carpenter gave information and some history with further advice from Director Grygla on how she may be able to help participate and re-establish that group.

**ADJOURNMENT**

**Motion made by Lisa Gibby to adjourn. Seconded by Ashley Lee.**

**Aye: Todd Carpenter, Heather MacKay, Lisa Gibby, Ashley Lee.**

**Nay: None.**

**Absent: Christy Jepson.**

**Motion passed 4-0.**

Meeting adjourned at 6:59 p.m.

6/13/2023  
Date of Approval

Melissa Grygla  
Library Director  
Melissa Grygla

Heather MacKay  
Library Board Secretary  
Heather MacKay